

**DRAFT MINUTES**

**INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE  
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD**

**April 13, 2005  
Richmond, Virginia**

MEMBERS PRESENT: James F. McGuirk, II, Chairman  
Chris Caine  
Jimmy Hazel  
Len Pomata

MEMBERS ABSENT: John C. Lee, IV

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer  
Jerry Simonoff, VITA Strategic Management Services Director  
Dan Ziomek, VITA Associate Director for Project Management  
Paul Lubic, VITA Associate Director for Policy, Practice  
and Architecture  
Mike Sandridge, VITA Project Management Division  
(See Attached Attendance Log)

Call to Order

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 9:34 a.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

Approval of Minutes

Mr. McGuirk called for approval of the minutes of the March 16, 2005 Committee meeting.

***MOTION: A motion was made by Mr. Hazel that the minutes of the March 16, 2005 meeting of the IT Project Review Committee be approved as written. Seconded by Mr. Pomata, the motion carried unanimously.***

Major IT Projects Status Report

Mr. George Williams, Project Management Division, gave a status report on major information technology projects. He explained the status of some of the projects rated as "yellow." As Committee members reviewed the report, some errors in dates were discovered. Committee

members asked that the report be corrected before presentation to the IT Investment Board at their meeting later that day.

***STAFF ACTION: Following a discussion of the final closeout report from the Department of Education's Education Information Management System, Mr. Caine requested that staff prepare an assessment of the lessons learned since the project had been completed early and under budget.***

#### Enterprise Business Architecture Report

Mr. Paul Lubic, Associate Director, VITA Policy, Practice and Architecture Division, briefed Committee members on the Enterprise Business Architecture Report. Mr. Lubic pointed out that the business architecture was part of the Commonwealth's overall enterprise architecture which consisted of business, information, solutions, and technical architecture. Mr. Lubic noted that when fully completed the business architecture would drive IT strategic planning and determine future directions.

Mr. Lubic then reviewed the enterprise business model and discussed various uses for the report. In reviewing the report, he noted that Section 6, the "To Be" enterprise business architecture, and Section 7, the "As Is" Gap Analysis, would be completed in the future once a business owner is identified and the architecture component is completed. He presented a summary of the "As Is" enterprise business architecture which listed common functions being performed by many different agencies. Discussion followed on the importance of identifying opportunities for collaboration and re-use. Mr. Lubic advised that the document would need continuous updating, and that the document needed to be dynamic, readily accessible and easy to use.

In response to a question from Mr. McGuirk on the reaction to the report by state agencies, Mr. Lubic advised that the report has been well received by state agencies, the Governor's Chief of Staff, and the Council on Virginia's Future. Mr. Lubic advised that the Council on Virginia's Future was leaning toward being the business owner. Discussion followed on the purpose of the Council on Virginia's Future and their current activities.

Mr. Lubic reported that the Policy, Practice and Architecture Division had recently received approval to hire three additional enterprise architects which would facilitate the completion of the enterprise architecture.

Mr. Caine suggested that the Enterprise Business Architecture Report be made accessible online and that it be as user-friendly as possible, including textual content search of the entire document.

Mr. Lubic asked that the Committee approve the Enterprise Business Architecture Report and recommend approval to the IT Investment Board at their meeting later that day.

***MOTION: A motion was made by Mr. Caine that the Committee recommend approval to the IT Investment Board of the Enterprise Business Architecture Report, Version 1.0, to be used as a process for the Commonwealth to tie technical inventory to the business functionality. Seconded by Mr. Hazel, the motion carried unanimously.***

A Refresh of the Commonwealth of Virginia Strategic Plan for Technology

Mr. Jerry Simonoff, Director of VITA Strategic Management Services, noted that Committee members had been briefed at their March meeting on the need to refresh the 2002 *Commonwealth of Virginia Strategic Plan for Technology*. He then gave an overview of the final draft of the Refresh Plan document and asked that Committee members recommend the plan for approval by the IT Investment Board at their meeting later that day.

Mr. Simonoff pointed out that comments from the Council on Technology Services' strategic planning committee had been included in the final document. Also, Mr. Caine had made several suggestions that had been included to emphasize the Board's proactive position on collaborative opportunities for leveraging IT investments. Mr. Caine made an additional suggestion that the Refresh Plan include a reference to the Enterprise Business Architecture Report and that the "As Is" page from Mr. Lubic's presentation be included.

Mr. Simonff then recognized Paul Dodson, VITA Policy, Practice and Architecture Division, as the staff person responsible for the development of the Refresh Plan. He advised Committee members that they would be briefed at a future meeting on plans to develop a new statewide IT strategic plan to be published in April 2006.

***MOTION: A motion was made by Mr. Pomata that the Committee recommend A Refresh of the Commonwealth of Virginia Strategic Plan for Technology to the IT Investment Board for approval, with emphasis on the four initiatives identified in the 2002 Strategic Plan for Technology. Seconded Mr. Caine, the motion passed unanimously.***

Recommended Technology Investment Projects Report

Ms. Constance Scott, VITA Project Management Division, reported on the development status of the Recommended Technology Investment Projects (RTIP) Report due to be submitted to the Governor and General Assembly on September 1, 2005, by the IT Investment Board.

Mr. Ziomek noted that emphasis on enterprise solutions and collaboration had been built into the process, as Committee members had instructed at their March meeting,

Ms. Scott advised that she would review with Committee members the presentation and handouts that would be given to the IT Investment Board at their meeting later in the day, and then ask Committee members to recommend the report and process changes to the Board for their approval.

Ms. Scott briefed Committee members on the purpose of the Report, the accomplishments to date, and reviewed the report and process changes recommended for this year's report. Discussion followed and Committee members suggested some changes to the presentation.

Ms. Scott advised that in April 2005 the Department of Planning and Budget would issue agency strategic planning guidance, and the CIO would issue the IT Investment Planning Guidance.

Ms. Scott reported that the next step in the development process would be to obtain approval from the IT Investment Board of the proposed changes. The draft 2005 RTIP report will be submitted to the Board for their review no later than July 15, 2005.

***MOTION: A motion was made by Mr. Hazel that the Committee recommend that the IT Investment Board approve the changes in process and scope for the 2005 Recommended Technology Investment Projects Report. Seconded by Mr. Caine, the motion carried unanimously.***

#### IT Portfolio Project Briefing

Due to time constraints, Mr. McGuirk announced that the briefing on the Commonwealth Technology Portfolio Project would have to be postponed. Mr. Ziomek noted that the planned presentation was a summary of the project and that detailed cost information was not yet available. He advised Committee members that they would soon receive the project proposal and charter.

#### Other Business

No other business was discussed.

#### Public Comment

There was no public comment.

#### Adjournment

The meeting was adjourned at 11:50 a.m.

#### ATTENDANCE LOG

<u>Name</u>	<u>Affiliation</u>
Chris Chappell	Auditor of Public Accounts Office
Jim Busnman	EDS
Ed Vincent	Dept. of Social Services
Chris Whyte	Vectre Corporation
H. F. Jones	NG
Preston Lloyd	McGuireWoods Consulting
Fred Norman	CVC
Joseph T. Dixon	Virginia State University
Hiram Johnson	Virginia IT Investment Board
Roz Witherspoon	VITA/ITIB
Jan Van Horn	VITA
Constance Scott	VITA
Judy Marchand	VITA
Linda Hening	VITA
Melissa Mutter	VITA
George Williams	VITA